



REQUEST FOR QUOTATION (RFQ) FOR LEASE OF VENUE
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____
 Name of Business : _____
 Address: _____
 Email address: _____ Telephone No. _____

QUOTATION NO: **1521**
 DATE: **NOV 03 2024**
 P.R. NO.: 2024-11-1685
 ABC: Pnp. 217 500
 FUND SOURCE: GAA

The Benguet State University through its Bids and Awards Committee will undertake **NEGOTIATED PROCUREMENT - LEASE OF VENUE** for the activity/ies listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Price validity shall be for a period of 30 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 12:00 Noon of Nov. 11, 2024. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
- The item/s shall be procured by: a) line item: b) lot: c) sub-lot
- All required equipment/p paraphernalia must be available before the start of the activity.
- The offer shall be rated on the following factors with a total rating of at least 90%:

Rating Factors		Rating
I. Availability		40
II. Location and Site Condition		20
III. Neighborhood Data		0
IV. Venue		40
	Factor Value	100

- Business Permit Number: _____ date of issue: _____ place of issue: _____ (If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR: _____ for the payment of renewal).
- PhilGEPS Registration Number: _____

SAMUEL SALAY POLDEN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1		lot	I. Availability (40%) Available November 21-24, 2024 II. Location & Site Condition (20%) Accessibility: Within La Union Parking Space: 2 to 4 slots for vehicle IV. Venue (40%) b. Functionality (15%) b.1. Available function room (Classroom set up for 42 pax) on the schedule fro 7AM-7PM b.2. Accommodation and lodging for 37 participants and facilitators for three days and two nights b.3 Light ventilation and air conditioning c. Facilities (10%) c.1. continuous water supply & accessible CR for male & female c.6. free usage of wifi c.7. Audio Visual Presentation: audio system, microphones with batteries, LCD projector, projector screen) e. Catering Services (15%) Meals: 3 breakfast, 3 lunch and 2 dinner (buffet style, complete meal - soup, main course and dessert, comes with free flowing coffee); Snacks: 3 am snacks and 2 pm snacks, (Plated style and served with one (1) round of drink)				₱ 217,500.00	

Counter offers:
 Delivery Period: _____
 Warranty: _____
 Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and Time of Receipt of RFQ

Revised: 9/19/2022